

# CITY COMPTROLLER



GENERAL STATEMENT OF DUTIES: Serves as head of the Division of Accounts and Control in the Department of Administration & Finance.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing the activities of the Division of Accounts and Control under administrative direction from the Director of Administration and Finance. The City Comptroller, in accordance with an opinion from the State Audit and Control Department, is regarded as the Chief Fiscal Officer of the City. The Comptroller's specific responsibilities include the maintenance of all municipal accounting records, the auditing of claims against the City and the preparation of payrolls for all employees of the City. The incumbent also prepares a variety of complex and important reports relating to the financial status of the City. The work is carried out in accordance with established accounting principles and requirements of relevant laws and rules. Within such limits the incumbent exercises considerable professional judgment in carrying out their duties in a timely manner. Supervision is exercised over a small clerical staff in Comptroller's office. Must be able to work well and share information with Assistant City Comptroller, Department Heads, Division Heads, and clerical staff for the benefit of the City. This position is equal in status to other Department Heads. The incumbent is accountable to the Mayor, City Council, and City Attorney.

EXAMPLES OF WORK: (Illustrative only)

- Develops, maintains and enforces a uniform system of accounts including forms, standards and procedures for all departments of the city government;
- Maintains and operates the city's central bookkeeping and accounting records according to sound accounting principles, including such records and reports as may be prescribed or approved by the director for the determination of the cost of performance of each function or program or activity, measured in such work units as may be appropriate thereto;
- Pre-audits all bills, claims and demands against the city, including payrolls, and requires each department head to certify that the materials, supplies or equipment have been received and accepted, as specified and that the services have been duly rendered;
- Requires reports of receipts and disbursements from each department to be made daily or at such intervals as will most efficiently protect the public interest;
- Installs, operates and maintains a central payroll system and all social security pension and insurance records for personnel of all departments;
- Controls all expenditures to assure that budget appropriations are not exceeded, and maintains such books and records as may be required for proper exercise of such budgetary control, including an encumbrance system of budget operations;

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Has custody of all investments and invested funds of the city or in possession of the city in fiduciary capacity, and keeps such funds, and all moneys of the city not required for current operations, safely invested in investments legal for savings banks or deposited in interest bearing bank accounts;

Keeps all bonds and notes of the city;

Reviews each proposed expenditure and commitment to be made on behalf of any city department for conformity with charter and ordinances of the city, and authorizes only such expenditures and commitments as conform with all of the requirements of the charter and local laws;

Compiles budget documents, schedules and exhibits, and makes such budget estimates as are otherwise required by the charter and assists the mayor in the preparation of the city budget in accordance with the charter.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern accounting principles and practices as related to city government; familiarity with the organization and functions of the city government; ability to analyze and interpret fiscal and accounting data and to prepare statements and reports; resourcefulness in applying accounting procedures and practices to problems encountered in the work; ability to establish and maintain effective relationship with the public, other city officials and subordinate staff.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a regionally accredited or New York State registered 4 year college or university with a bachelor's degree including or supplemented by the completion of 24 credit hours in accounting and 4 years of satisfactory full-time paid accounting or auditing experience.

SPECIAL REQUIREMENTS: Possession of license as a Certified Public Accountant issued by the New York State Department of Education is preferred at time of application, but not required.

NOTE: The minimum qualifications for this position are mandated under Article 149 of New York State Education Law. Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency.

SALARY RANGE: \$85,000 (negotiable based on experience and qualifications).

Job Specification revised CSM 1/22/2018  
Job Specification revised CSM 11/28/2022  
Job Specification revised CSM 4/12/2024  
Job Specification revised CSM 10/23/2024